

August 28th, 1923.  
Circular Letter #19.

To Supervisors of Schools.

Ladies and Gentlemen:

SCHOOL ENROLLMENT

Before making your preliminary enrollment and organization please read this circular letter carefully and observe closely the instructions contained herein.

A. High Schools.

Do not place teachers of English or English graded teachers in charge of high school classes. Under no conditions shall enrollment in any high school class exceed (approximately) twenty-five.

Enroll pupils in the following order: Seniors, Juniors, Sophomores, Freshman. Admit first to each class those pupils who were members of your school at the close of last year and who seek admission this year. If the capacity of the school and the teaching force available permit the enrollment of new pupils (Freshman), admit them in the following order of preference: (1) Eighth grade graduates from the local schools. If facilities and teachers are not available for all local eighth grade graduates, give preference to those best prepared to do high school work as evidenced by the records of last year. (2) Eighth grade graduates from other towns (3) Eighth grade graduates from local accredited schools. (4) Any other pupils who comply with the entrance requirements.

Enroll in the second year class students who have not fewer than eight points of credit; in the third those who have not fewer than sixteen points; and in the fourth those who have not fewer than twenty-six points.

Do not enroll in the fourth year class any student whose deficiency in required points would make this graduation impossible.

No pupil, shall be admitted to any high school class until he has bought the books required for use in that class, provided that the books are available for sale. Books will be on sale in all towns where established high schools are located the week preceding the opening of school and supervisors of schools and principals of high schools should see that this advance sale of books is as complete as possible.

Under no circumstances shall textbooks be loaned to poor pupils in high and continuation schools without the authorization of this office. In the future the cost of all high school books loaned to students in violation of this order will be collected from salary checks. These books must be bought by those who wish to matriculate in all grades above the eighth.

The cash receipts from the sale of books, together with a statement of Form 508, shall be sent to the Commissioner of Education not later than September 30th.

In all high schools, pupils should be enrolled the week preceding the opening of school. The high school principal also should see to it that the sale of books, as well as the arrangement of classes, is so well perfected that the regular school work can be carried on the first week beginning Tuesday, September 4th. The daily program of studies for Seniors should be submitted to this office not later than September 16th, for approval.

#### B. Continuation Schools.

(1) No new tenth grades shall be organized, unless by special authorization, and where such a grade has formerly been taught a grade this year shall not be organized unless at least 20 pupils are properly enrolled for the grade and unless there are at least four teachers available for the continuation work.

(2) No ninth grade shall be organized in any place where such grade has not formerly been taught, without the express permission of the Commissioner of Education. No ninth grade will be established unless there are at least 20 pupils properly belonging to such grade who wish to enroll. Where there is a ninth grade already established, at least 20 bona fide pupils must be enrolled for the grade or it will be discontinued.

(3) No continuation school work will be given in any town where provision is not made to give instruction in home economics to girls and manual training or agriculture to boys. The number of pupils to be taught in any single class of a night or a tenth grade should be approximately twenty-five.

(4) In the organization of continuation school grades supervisors of schools should consider as bona fide pupils those that are willing and able to buy the required textbooks. No pupil should be admitted to a continuation school until he has bought the books required for his grade, provided such books are available for sale.

C. Urban Schools. Enrollment.- (See School Laws - Section 60, paragraph 142.) Children should be kept in school up to the completion of the elementary course. Immediately after the opening of school each teacher should submit to the supervisor a list containing the names of the children who have not reported for work, and the reason in each case. Careful investigation should be made in such cases.

(2) Enroll downwards, beginning with the eighth grade. Preference should be given to those who were members of the local public schools last year. In small towns where the number of pupils in the upper grades is small, no more than two grades should be assigned to one teacher. If unable to avoid assigning more than two grades to a teacher by combining an intermediate grade with a higher one, eliminate grades beginning with the eighth.

(3) No grade of the urban elementary schools should be organized on double enrollment for any reason whatsoever.

(4) Under no consideration may more than 50 pupils be enrolled in any school. See paragraph 145 of "The School Laws".

(5) In all instances where there are more applicants for admission than the seating capacity will allow, a waiting list should be arranged and parents should be advised when vacancies occur. However, no new first grade pupils are to be admitted until provision has been made for the accommodation of upper grade pupils and of first grade pupils in school last year. In the admission of new pupils to the first grade, preference should be given always to those of compulsory school age; that is, between the ages of eight and fourteen years.

You are particularly directed to warn teachers against enrolling children under the legal school age, thus relieving parents of the responsibility of taking care of these infants in their homes. You are admonished to see to it that younger children do not secure admittance to the first grade to the exclusion of the older and more mature. In the event that supervisors are in doubt as to the age of pupils, birth certificates should be demanded.

(6) Pupils should be assigned to the grade and group certified by the proper authorities at the close of the last year. Supervisors of schools should not accept the recommendations of teachers who have given special summer courses, but examinations should be conducted by the supervisors of schools so that such summer work may be thoroughly tested. The length such summer course has been conducted as well as the quality of the work done, as shown by the examinations, should determine the credit given. To complete the work of an entire grade in a brief summer session is patently impossible.

(7) Rural schools shall not be opened in urban centers.

Yours very truly,

(Signed) JUAN B. HUYKE

Commissioner of Education

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